



Department of Corrections  
**ADMINISTRATIVE BULLETIN**

**Subject:** ACTIVATION OF COMMUNITY  
CORRECTIONAL FACILITIES AND  
STANDARDIZATION OF SCREENING  
CRITERIA

**Number:**

**91/14**

**Date Issued:**

**April 17, 1991**

**Cancelled Effective:**

**July 16, 1991**

The purpose of this Administrative Bulletin is inform all staff of the activation of seven new Senate Bill (SB) 1591 (California Penal Code Section 2910.5) facilities and the adoption of a uniform inmate screening criteria for SB 1591 facilities and return-to-custody (RTC) facilities. A merger of both facility names (SB 1591 and RTC) to Community Correctional Facility (CCF) is implicit in the uniform screening criteria.

A copy of the CCF Screening Handbook is attached to this Administrative Bulletin and made a part hereof.

During fiscal year 1990-91, 2,500 CCF beds, as authorized by Penal Code Section 2910.5, will be activated. The locations, bed capacities, and scheduled activation dates are as follows:


Folsom	380	November	1990
Shafter	426	January	1991
Taft	426	February	1991
Delano	380	February	1991
Coalinga (Female)	380	February	1991
Adelanto (Civil Addict)	380	April	1991
Lassen	128	June	1991

Screening for CCF inmates has been occurring at reception centers for the past several months. Mainline institutions should now begin (continue) to apply the uniform eligibility criteria to cases being reviewed at regularly scheduled reclassification actions (annual review) and at initial classification actions. Inmates who meet the criteria should be advised by the classification committee that his/her name will be placed on an eligibility list to be maintained by the Classification and Parole Representative (C&PR).

### **CCF APPROVAL PROCESS PROCEDURES**

**RECEPTION CENTERS:** A weekly directive to reception centers from Classification Services requests that a given number of inmates be endorsed by a Classification Staff Representative (CSR) action for CCF placement. Parole violators are eligible for endorsement/approval for CCF placement by either CSRs or designated CC IIIs or CC IIs. New Commitment and Parole Violator with New Term (PVWNT) cases are to be endorsed by a CSR.

Records staff will be given a reasonable work period to photocopy all pertinent data for the CCF field file from the inmate central file.

 <p style="text-align: center;"><b>Department of Corrections</b> <b>ADMINISTRATIVE BULLETIN</b></p> <p><b>Subject:</b> ACTIVATION OF COMMUNITY CORRECTIONAL FACILITIES AND STANDARDIZATION OF SCREENING CRITERIA</p>	<b>Number:</b>
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**MAINLINE INSTITUTIONS:** Mainline institutions should begin applying the CCF eligibility criteria to cases being reviewed at regularly scheduled reclassifications and at initial classifications. Inmates who meet the criteria should be advised by the classification committee that their name will be placed on an eligibility list to be maintained by the C&PR. The CDC 128-G, Classification Chrono, should address all salient case factors, indicate eligibility for CCF placement and that the inmate was notified of his/her of eligibility. This will act as notice to the inmate and no additional classification committee action will be required prior to approval and transfer to a CCF.

At the classification committee the assigned counselor will enter the letter "C" in the fifth box of the Administrative Determinant section in the Classification Roster of the Distributed Data Processing System (DDPS). The "C" designates CCF eligibility. With this transaction, the C&PR has the ability to maintain an automated tracking system of CCF eligible inmates. All institutions are to ensure that the local DDPS system is programmed to list those inmates exclusively with the "C" code.

On those occasions when intake into the CCF programs cannot be exclusively derived from Reception Centers, the C&PR of a mainline institution will be contacted by CCCA staff. The C&PR will be requested to identify from DDPS those inmates who are eligible for CCF placement and ensure that the following documents are prepared immediately for submission to the next scheduled CSR:

1. A CDC 128-G identifying the date of classification action confirming CCF eligibility and that no changes in case factors have occurred precluding eligibility.
2. Updated CDC 812
3. Updated CDC 840

The case should not be submitted for CSR endorsement if the inmate has less than 45 days remaining to serve unless otherwise directed by CCCA.

The CSR will review the case to ensure eligibility and endorse appropriate cases for CCF placement. The C&PR will then notify CCCA staff as to the number of endorsed cases available for transport. On the subsequent Thursday, the C&PR will receive the transportation schedule for the following week and ensure that the required number of inmates are available and that CCF field files are available on the date of transportation.



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**CCF STAFF RESPONSIBILITY**

A designated staff person at each CCF is to call CCCA at (916) 327-1468, before noon each Tuesday and report the number of projected vacancies for the following week. CCCA staff will match CCF vacancies with reception center/mainline CCF approved inmates and arrange for regional transportation from the reception center/institution to CCF resource. On or before the Thursday following the Tuesday call in CCCA will telefax the reception center/mainline institution, designated CCF and regional transportation unit, providing the CCF inmate delivery schedule for the following week.

On Friday of each week before noon, designated staff from each CCF will call in projected vacancies through the close of business two weeks in advance. The information submitted will be the basis of the following week's directive from Central office Classification Services.

Please see that all personnel concerned are informed of the contents of this bulletin. Because of the informational nature of this bulletin, it is canceled effective July 16, 1991.

All questions should be directed to Don DeBelle, Parole Agent II, at (916) 324-1040, or ATSS 454-1040 P.O. Box 942883, Sacramento, California 94283-0001.

R. H. DENNINGER  
Chief Deputy Director

Attachment